

Employment Percent – Maintain Monthly Employee


Transaction Code:
PA30

- Purpose** Use this procedure to change an employee's Employment Percent for a monthly employee. The percent indicated the amount of time an employee works per week in a particular position.
- Trigger** Perform this procedure when updating the employee's employment percent.
- Prerequisites** Employee is active in HRMS.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Personnel Administrator Processor, Payroll Processor, Leave Corrections Processor










Change History	
Date	Change Description
2/2/2009	Procedure created.

Menu Path Human Resources > Personnel Management > Administration > HR Master Data > Personnel Actions

Transaction Code PA30

Helpful Hints	<p>Consider the following:</p> <ul style="list-style-type: none"> When updating the employment percent for an employee the Planned Working Time (0007) and the Capacity util. level field on the Basic Pay (0008) must match. Part-time employees would be indicated by percentages below 100. <p> You may want to check the employee's Basic Pay (0008) infotype for the Pay Scale Level prior to performing this procedure. During the procedure the Pay Scale Level will default to A and would need to be updated to the appropriate level if necessary.</p>
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:



Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

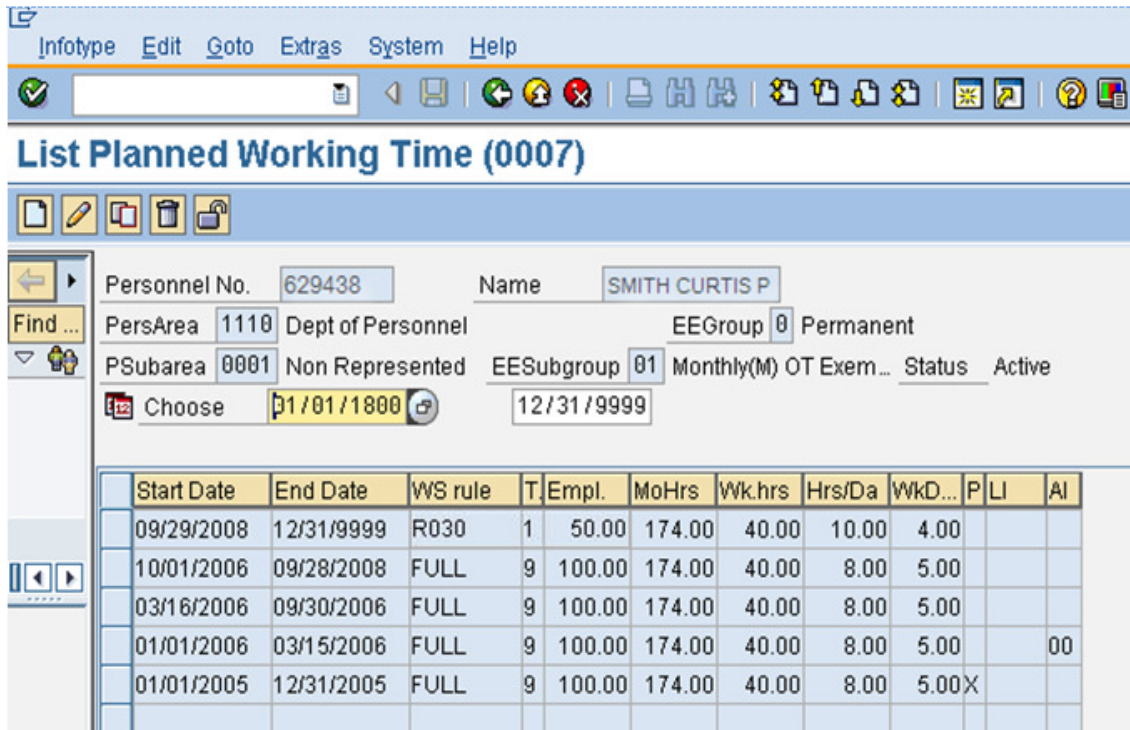
1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	An employee's unique identifying number. Example: 629438

3. Click  (Enter) to validate the information and ensure you have the correct personnel record.
4. Select the blue box to the left of **Planned Working Time**  to select.

5. Click  (Overview) for an overview of all actions associated with the *Planned Working Time* infotype (0007).



Start Date	End Date	WS rule	T	Empl.	MoHrs	Wk.hrs	Hrs/Da	WkD...	P	LI	AI
09/29/2008	12/31/9999	R030	1	50.00	174.00	40.00	10.00	4.00			
10/01/2006	09/28/2008	FULL	9	100.00	174.00	40.00	8.00	5.00			
03/16/2006	09/30/2006	FULL	9	100.00	174.00	40.00	8.00	5.00			
01/01/2006	03/15/2006	FULL	9	100.00	174.00	40.00	8.00	5.00			00
01/01/2005	12/31/2005	FULL	9	100.00	174.00	40.00	8.00	5.00	X		


6. Click the blue box to the left of the current record

09/29/2008	12/31/9999	R030	1	50.00	174.00	40.00	10.00	4.00			
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to select.



The current record will have an End Date of 12/31/9999.

7. Click  (Copy) to copy and continue.

Infotype Edit Goto Extras System Help

Copy Planned Working Time (0007)

Work schedule

Personnel No. 629438 Name SMITH CURTIS P

PersArea 1110 Dept of Personnel EGroup 0 Permanent

PSubarea 0001 Non Represented ESubgroup 01 Monthly(M) OT Exem... Status Active

Start 09/29/2008 To 12/31/9999

Work schedule rule

Work schedule rule R030 24/7: M-Sn, 24 hpd



Time Mgmt status 1 1 - Time evaluation of actual times

☒ Part-time employee Additional time ID 00

Working time

Employment percent	50.00	<input checked="" type="checkbox"/> Dyn. daily work schedule	Min.		Max.	
Daily working hours	12.00		Min.		Max.	
Weekly working hours	84.00		Min.		Max.	
Monthly working hrs	87.00		Min.		Max.	
Annual working hours	1040.00		Min.		Max.	
Weekly workdays	7.00					

8.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	<p>This is the date on which the record begins</p> <p> The start date may impact payroll significantly. Communicate with Payroll to ensure no interruption with the employee's pay</p> <p>Example: 04/01/2009</p>
Employment percent	R	<p>The percent indicates the amount of time an employee works per week in a particular position.</p> <p> If increasing the percentage to 100, un-check the Part-time employee and Dyn. Daily work schedule boxes. This is important to ensure correct payroll calculations.</p> <p>Example: 100.00 (Full-time)</p>

Infotype Edit Goto Extras System Help

Copy Planned Working Time (0007)

Work schedule

Personnel No. 629438 Name SMITH CURTIS P

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 04/01/2009 To 12/31/9999

Work schedule rule


Work schedule rule FULL 5-8s: M-F 8 hpd

Time Mgmt status 9 9 - Time evaluation of planned times

☐ Part-time employee Additional time ID

Working time



Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	5.00


9. Click  (Enter) to validate the information.

10.

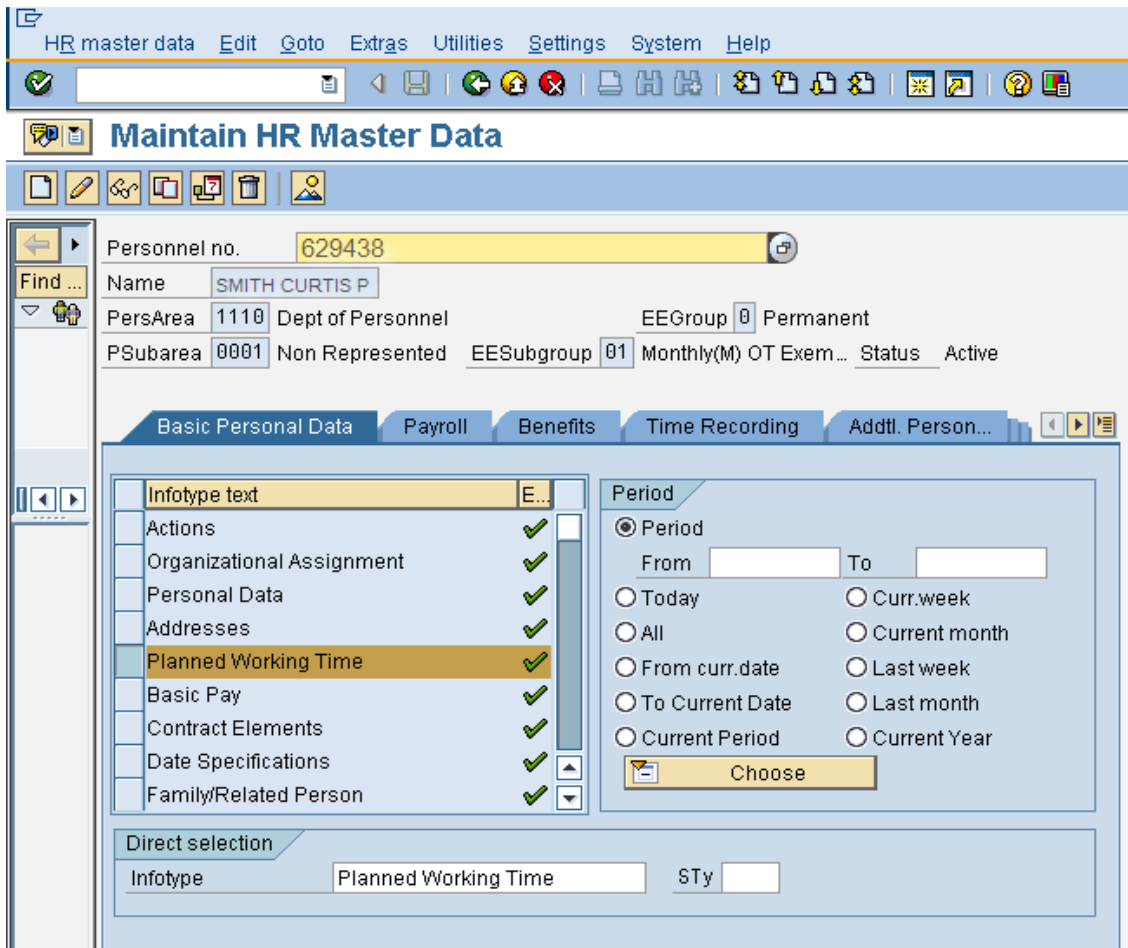


When validating information the user may get up to 3 warning messages:
Continue validating messages until the "Save Your Entries" message appears.

Warning Message	Description
 Attention: Please check Basic Pay infotype (0008)	This message reminds the user to be sure to update the Basic Pay infotype (0008) if changes were made to the Employment Percent.
 Employment percentage < 100 % (part-time work/dyn.work schedule?)	If the percent was changed from 100, this message indicates that percentages below 100 indicates a part-time work schedule.

 Record valid from 04/01/2007 to 12/31/9999 delimited at end	This message indicates the previous record will be delimited (end dated) effective 04/01/2007.
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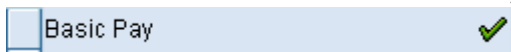
11. Click  (Save) to save.




Once saved, the user will be taken back to the **Maintain HR Master Data** screen. The *Basic Pay* infotype (0008) must be updated as well.



When updating the **Employment Percent** field the *Planned Working Time* (0007) and the **Capacity util. level** field on the *Basic Pay* (0008) must match.

12. From the Maintain HR Master Data screen, click the blue box to the left of  to select.

13. Choose the radio button ☒ Period in the Period area



Only one button can be selected at a time.

14. R=Required Entry O=Optional Entry C=Conditional Entry

Field Name	R/O/C	Description
Fr	C	The effective date of the action.
		Example: 04/01/2009

15. Click (Create) to create a new record.

Subtype Basic contract





Salary


Reason ☒ Capacity Util. Level
 PS type Non-Represented Work hours/period Semi-monthly
 PS Area Next increase
 PS group Level Annual salary USD

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A...	Number/Unit	Unit
1001	Base Rate / Hourly Wage			USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV - USD

16.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	<p>The beginning date of the record.</p> <p> Verify the date as it should have defaulted in with the From date indicated on the PA30 screen.</p> <p>The start date may impact payroll significantly. Communicate with Payroll to ensure no interruption with the employee's pay.</p> <p>Example: 04/01/2009</p>
Reason	R	<p>The reason for the change in pay.</p> <p> If you do not know the number for the Reason, you can click the  (Matchcode) to open the selection list.</p> <p>Example: 00 (No Reason)</p>
Capacity util. level	R	<p>The percent indicates the amount of time an employee works per week in a particular position.</p> <p> Information will default in from the position.</p> <p>Example: 100.00 (full-time)</p>
Level	O	This defines the step within a range for compensation.

		 Level A will default into the field. You may need to change the level. Example: A
Next increase	O	This is the date of the next scheduled increase in pay. Example: 12/01/2009

Infotype Edit Goto Wage types Extras System Help

Create Basic Pay (0008)

Salary amount Payments and deductions

Personnel No. 629438 Name SMITH CURTIS P

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Start 04/01/2009 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason 00 No Reason Capacity Util. Level 100.00


PS type 00 Non-Represented Work hours/period 87.00 Semi-monthly

PS Area 01 Standard Progression Next increase 12/01/2009

PS group 62 Level L Annual salary 71,496.00 USD

Wa...	Wage Type Long Text	O...	Amount	Curr...	I...	A...	Number/Unit	Unit
1003	Pay Period Salary		2,979.00	USD	I	<input checked="" type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 04/01/2009 - 12/31/9999 2,979.00 USD

17. Click  (Enter) to validate the information.

18. Click  (Save) to save.

19.



The system displays the message, "Record Created."

20. You have completed this transaction.

Results
You have updated the employee's employment percent in both the <i>Planned Working Time</i> (0007) and <i>Basic Pay</i> (0008).
Comments
None.